DEPARTMENT OF GENERAL SERVICES

Office of State Publishing

Electronic Prepress Work Request

OSP FORM 17   (Rev. 2/03)

Job No.: _____   **Date** :_____

CUSTOMER INFORMATION

Agency/Department Name:_____

Contact: _____

Phone:_____ Evening Phone: _____

Fax: _____ E-mail: _____

Date Submitted: _____

Date Wanted: _____

Time Wanted: _____

Charge to Job #: _____

Work Authorized by: _____

_____
Customer Signature

1. DIGITAL INFORMATION AND MATERIALS SUPPLIED BY CUSTOMER:

Program Information:

	MAC	PC	Version #
☐ QuarkXPress	◯	◯	_____
☐ Pagemaker	◯	◯	_____
☐ InDesign	◯	◯	_____
☐ Illustrator	◯	◯	_____
☐ FreeHand	◯	◯	_____
☐ CorelDRAW	◯	◯	_____
☐ Photoshop	◯	◯	_____
☐ WordPerfect	◯	◯	_____
☐ Microsoft Word	◯	◯	_____
☐ PDF	◯	◯	_____
☐ Other _____	◯	◯	_____

File received via: ☐ Floppy ☐ Zip ☐ Jaz ☐ CD-ROM

☐ FTP to: _____
☐ E-mail to: _____

2. HARD COPY SUPPLIED BY CUSTOMER:

*(**Note:** OSP is not responsibile for the accuracy of output from files not accompanied by current, actual size, laser copies.)*

No. of Pages Supplied

☐ Laser print(s) _____

☐ Digital color prints _____

☐ Previous printed sample _____

3. SCANS NEEDED FROM:

No. of Items Supplied

☐ Photos _____

☐ Transparencies _____

☐ Art and/or Reflective copy _____

4. FONTS USED: *(**Both printer** and **screen** fonts must be sent with job.)*

Font Name	Style	Manufacturer	Version
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. FILE DESCRIPTION:

(Note: Please provide a directory of disk you're submitting.)

Disk Name: _____

Number of files on disk: _____

Name of file(s) to be output:

File Name	*No. of Pages*
_____	_____
_____	_____
_____	_____
_____	_____

Special Instructions: _____
_____
_____

6. PROOF REQUIRED:

☐ Lasers: ◯ Black & white ◯ Color

☐ Improof (digital) ☐ Contract (digital)

☐ Blueline/Dylux ☐ Matchprint ☐ Other _____

7. OUTPUT SPECIFICATIONS:

☐ Finished Size (W)_____ x (H)_____

☐ Print Colors as Black & White

☐ Film (Screen dpi _____)

☐ 4-Color Process *(Note: All trapping will be done by OSP.)*

Name(s) of Pantone/Spot Color Numbers:_____
_____
_____
_____

8. ADDITIONAL INSTRUCTIONS:

_____
_____
_____
_____

FOR OSP USE ONLY   FileTrak master file made ☐